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SERIES I No. 10



# OFFICIAL GAZETTE

## GOVERNMENT OF GOA

PUBLISHED BY AUTHORITY

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### GOVERNMENT OF GOA

#### Department of Education, Art & Culture

Directorate of Technical Education

### Order

26/2/19/2008/DTE/3107

Government approval is hereby conveyed for creation of following non-teaching posts at Government Polytechnic, Curchorem-Goa.

Sr. No.	Designation of the post	Pay scale	No. of posts	Remarks
1.	Junior Stenographer	PB-1 Rs. 5200-20200+G.P. Rs. 2400/-	1	
2.	Assistant Electrician	PB-1 Rs. 5200-20200+G.P. Rs. 1900/-	1	
3.	Lower Division Clerk	PB-1 Rs. 5200-20200+G.P. Rs. 1900/-	2	01 post to be filled by PETS
4.	Laboratory Attendant	IS-4440-7440+G.P. Rs. 1650/-	2	
5.	Peon	IS-4440-7440+G.P. Rs. 1300/-	1	To be filled on compassionate grounds

This issues with the approval of ARD vide their U. O. No. 2007/F dated 17-12-2010, concurrence of Finance Department vide their U. O. No. 1435884-F dated 24-3-2011 and the approval of the Cabinet.

By order and in the name of the Governor of Goa.

Vivek B. Kamat, Director & ex officio Additional Secretary (Technical Education).

Porvorim, 6th June, 2011.

## Department of Industries

**Notification**

3/69/2010-IND

State Governments Guidelines for Identification, Revival and Rehabilitation of Sick Industrial Units, Managerial Counseling Schemes for Sick Industrial Units and for prevention of active industries going sick

This Scheme will come into force from the date of its publication in the Official Gazette and will remain in force for 5 years upto 31st December, 2015.

(1) *Objectives.*— The State Government has found it necessary to frame policy guidelines to enable revival of industrial units which fall sick due to various reasons and become defaulters to Financial Institutions and Banks, as a result of which they find themselves in difficulty to proceed with their industrial activity. Such units must have the facility to redress their industrial and financial problems with the help of the Banks and the State Government. This Scheme envisages such industrial units to file a sickness status report to the Directorate of Industries, Trade and Commerce in order to become eligible for financial assistance as well as managerial counseling assistance for their revival and rehabilitation so that they get a chance to be healthy and not become a Non-Performing Asset (NPA).

(2) *Eligibility.*— Industrial units which are having Permanent Registration Certificates issued before the commencement of MSMED Act, 2006 or having acknowledgment of Entrepreneurship of Memorandum Part-II as Micro, Small and Medium Enterprises, and also the industrial units approved by the High Power Co-ordination Committee, are eligible to apply. The units must have completed at least 3 years of production, to seek declaration as sick in order to avail the Financial Assistance and Managerial Counseling from the Director of Industries, Trade & Commerce.

(3) *Procedure to file the claim for Registration as a Sick Unit with Directorate of Industries, Trade & Commerce (DITC).*—

An industrial unit which has fallen sick with any of the reasons in the Annexure-I to these guidelines may submit its application in the prescribed format at Annexure-II to the Director, Directorate of Industries, Trade & Commerce in duplicate. The application must be supported by the following documents:—

(i) Permanent Registration Certificate or EM Part-II issued by the Director, Directorate of Industries, Trade & Commerce or an approval from High Power Co-ordination Committee, wherever necessary.

(ii) Proof for 3 years completion of production.

(iii) Balance Sheet and Profit and Loss Account upto 31st March of the last financial year.

(iv) Bank Statement of Current Account and Loan Account details.

(v) Statement of default and Certificate of default of loan installments, if any, issued by the Regional Manager of the Bank in the form at Annexure-III.

(vi) Certificate from a Chartered Accountant on the value of machinery, raw material in the industrial unit, value of unsold finished products, value of finished products sold and amounts unrealized, cash inflow and outflow for three months in the form at Annexure-IV.

(4) *Confirmation of Sickness.*— A Task Force Committee under the Chairmanship of the General Manager DIC will scrutinize the application received from the industrial unit. The proprietor or an authorized representative will attend the meeting to answer questions during the scrutiny of the claim for registration as Sick Industry. The Committee will meet 2 times in a month if applications are received in the office of the Director of Industries, Trade and Commerce.

The Task Force Committee will comprise of the following members:—

(i) General Manager (DIC) Chairman

(ii) Manager of the Bank/Financial Institution Member

(iii) Asstt. Director MSME DI Institute, Margao	Member
(iv) Representative, Goa State Industries Association	Member
(v) Representative, Goa Chamber of Commerce & Industries	Member
(vi) Asstt. Director (Administration), Directorate of Industries, Trade & Commerce	Member Secretary.

The industrial units which are identified as 'Sick' units by the Task Force Committee will be issued with a "Sick Industrial Units Certificate" by the Director of Industries, Trade & Commerce in the form at Annexure-V. The reasons for sickness will be clearly written in the certificate.

(5) *Sick Industrial Units Certificate.*— (i) The Sick Industrial Units Certificate will be produced by the industrial units for obtaining Financial Assistance and Managerial Assistance from the Directorate of Industries, Trade & Commerce for re-scheduling of loans from the Financial Institutions. Additional working capital may be allowed as per the guidelines of the Reserve Bank from time to time.

(ii) The Sick Industrial Units Certificate needs to be attached to avail Convalescent Assistance loan from the Directorate of Industries, Trade & Commerce, if available.

(iii) The Sick Industrial Units Certificate needs to be attached to get relief and concessions from the Electricity, Commercial Tax and Water Supply Departments provided in the Notification dated 12-6-2008 or any other notification issued from time to time for the Goa Sick Industrial Units Revival and Rehabilitation Scheme.

(iv) The Sick Industrial Units Certificate needs to be attached with the application to avail free Managerial Counseling Courses conducted by the Directorate of Industries, Trade & Commerce for the Managers of the Production and Financial Departments of the Sick Industrial Units.

(6) *Managerial Counseling.*— The Director of Industries, Trade & Commerce will identify one accredited Industrial Counseling Institute

to conduct a seven day programme for Sick Industrial units personnel.

(i) Managerial Counseling (2 days) for proprietary units.

(ii) Production Management Counseling (1 day) for production staff.

(iii) Financial Management Counseling (2 days) for staff dealing with finance.

(iv) Marketing Management Counseling (1 day) for marketing staff.

(v) Human Resource Management (1 day) for HR staff.

The fees payable to the Institute which conducts the programme will be fixed with the Institution by DITC and will be regulated by an MOU after getting approval from the Government. The Director will propose necessary Budget Provision for conduct of the programme. The Programme Implementing Institute will render counseling with expert faculty members from reputed Management Institutes in Production Management, Financial Management, Marketing and Human Resource Management available in the State or outside the State. The Counseling sessions can be conducted in the class rooms available in the Industrial Estates, Schools, Colleges or the concerned Institutes.

(7) *Managerial Counseling Schemes for Active Industries to prevent sickness.*—

1. *Objectives.*— An Industrial Unit which manufactures goods and products and sells in the market may face certain problems during its course of industrial activity due to poor management by the proprietor or the personnel in the units such as Production, Finance, Marketing and Human Resource Development. Some industries which do not appoint qualified and meritorious management personnel to manage the departments may see problems in management which erode the networth of the company and result in cash losses. If this is not handled well, the unit may turn sick. Not to allow the industry to go sick or to detect sickness at incipient stage, is a managerial efficiency. This efficiency if increased for the proprietor or the managerial personnel, there may be a positive impact for the

industry and help it to escape sickness. Managerial counseling is therefore worthy to be introduced for the welfare of the industries.

2. A one week programme for batches of 20 persons need to be arranged for Managerial Counseling as follows:—

Managerial Counseling programme will be conducted by the faculty members from reputed Management Institutions of the State or from outside the State.

(i) General Management Counseling for Proprietors	2 days
(ii) Managerial counseling for Production Managers	1 day
(iii) Managerial counseling for Finance personnel	2 days
(iv) Managerial counseling for Marketing personnel	1 day
(v) Managerial counseling for Human Resource (Administrative Staff)	1 day

3. Twenty-five percent of the fees payable will be borne by the industrial units and 75% will be paid as subvention by the Director of Industries, Trade and Commerce.

4. The Director of Industries, Trade and Commerce will enter into a Memorandum of Understanding with a reputed Industrial Counseling Institute to conduct the Managerial Counseling for Industries.

5. The Goa State Industries Association, the Goa Chamber of Commerce and Industry and the Confederation of Indian Industry will, in consultation with the Director of Industries, Trade and Commerce, receive nominations from the industrial units and sponsor the personnel to the Counseling Institute to undergo the Managerial Counseling Programme in batches. The list of participants will be approved by the General Manager DIC as per the proposals received from the Goa State Industries Association, the Goa Chamber of Commerce and Industry and the Confederation of Indian Industry (Goa Chapter).

6. A data feedback will be compiled to evaluate the worth and the effectiveness of the programme every year. The same shall remain in force for 5 years. The Industrial Units can avail the Managerial Counseling once in a year in a block of 4 years.

7. The Director of Industries, Trade and Commerce will make sufficient provision in the Budget Head. A new Budget Head will be proposed to be opened as a new unit of appropriation as following.

2851 - Village and Small Industries.  
800 - Other expenditure.  
32 - Managerial Counseling Programmers.  
31 - Grant-in-Aid.

This is issued with the concurrence of Finance (Expenditure) Department vide their U.O. No. 1426540 dated 08-02-2011.

By order and in the name of the Governor of Goa.

*Prabhakar V. Vaingankar*, Under Secretary (Industries).

Porvorim, 24th May, 2011.

#### (1) ANNEXURE - I

##### **Form for showing the reasons for sickness**

1. Shortage of working capital.
2. Skilled labour shortage.
3. Obsolete technology.
4. Shortfall in production.
5. Downward trend in sales.
6. Disconnection of electricity and water.
7. Labour unrest.
8. Non-supply of raw materials.
9. Ill-health/old age of the proprietors/partners.
10. Loss of net worth due to cash losses.
11. Natural calamities.
12. Diversion of capital funds.
13. Market network shrinkage.
14. Competition from reputed manufacturers.
15. Imported substitute items in the market.
16. Obsolete nature of products.
17. High cost of capital.
18. Cheating by managerial and marketing staff.
19. Death of a proprietor.
20. Any other reason assigned.

## (2) ANNEXURE - II

## Application to be submitted by a Sick Industrial Unit to Register the unit as a Sick Industrial Unit

1	Name of the Industrial Unit:														
2	Address:														
3	District	North	<input type="checkbox"/>	South	<input type="checkbox"/>	Pin:									
4	Name of the Proprietor														
	Telephone Number							/							
	Mobile Number							/							
5	Constitution	Proprietary			<input type="checkbox"/>	Partnership			<input type="checkbox"/>						
6	Entrepreneurship Memorandum Part - II	No.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
	Date:	<input type="checkbox"/> <input type="checkbox"/> D D	<input type="checkbox"/> <input type="checkbox"/> M M	<input type="checkbox"/> <input type="checkbox"/> Y Y											
7	Category of the Unit	Micro	<input type="checkbox"/>	Small	<input type="checkbox"/>	Medium	<input type="checkbox"/>								
8	HPCC Approval	No.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				Date:	<input type="checkbox"/> <input type="checkbox"/> D D	<input type="checkbox"/> <input type="checkbox"/> M M	<input type="checkbox"/> <input type="checkbox"/> Y Y					
9	Date of Commencement of Production	<input type="checkbox"/> <input type="checkbox"/> D D	<input type="checkbox"/> <input type="checkbox"/> M M	<input type="checkbox"/> <input type="checkbox"/> Y Y	<input type="checkbox"/> <input type="checkbox"/> Y Y	<input type="checkbox"/> <input type="checkbox"/> Y Y									
10	Total Investment in Plant & Machinery	Rs.													
11	Total working capital requirement for 3 months	Rs.													
12	Name of the Product:														
13	No. of Employees	i) Skilled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
		ii) Highly Skilled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
		iii) Manager HR	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
		iv) Manager Production	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
		v) Manager Finance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
		vi) Manager Marketing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
14	Total Monthly production capacity	Qty.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				Unit in								
		Value Rs.	<input type="checkbox"/>												
15	Present Monthly Production	Qty.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				Unit								
		Value Rs.	<input type="checkbox"/>												

16	Name of the Bank  Address											Pin				
17	Present liability:	Principal Rs.														
	Interest Rs.															
	Penal Interest Rs.															
18	No. of Installments fallen due	No.				Rs.										
19	Gross monthly turnover	Rs.														
20	Gross monthly expenses	Rs.														
21	Assessed Reasons for Sickness															
22	Gross Annual Profit	Rs.														
23	Annual Results	Profit Rs.							Loss Rs.							
24	Managerial Counseling given to Managers by the Industrial Unit. Give details															
25	Reasons for Registering as Sick Unit  (i) Rehabilitation Benefit (ii) Convalescent Assistance (iii) Managerial Assistance															
26	Managements Strategies for Revival (written plan in half page enclosed)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>											
27	Report of Bank Manager / Financial Institution (Enclosed in prescribed form)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>											
28	Central or State Government benefits availed in past															
29	ISO Certification if any															
30	Market for products	Local	<input type="checkbox"/>	Outside State	<input type="checkbox"/>	Outside India	<input type="checkbox"/>									
31	Import of Raw Material if any	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>											
32	Modernization / Technology upgradation required for making unit modernized. Give details if any	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>											
33	I say all the information given above is true to the best of my knowledge	Seal Date:											Signature	)		

## (3) ANNEXURE - III

## Certificate of Default of loans to be Issued to Sick Industrial Units by Loanees Banks / Financial Institution

1	Name of the Bank  Address:											
2	Name of the Loanees Industrial Unit											
3	Name of the Proprietor											
4	Date of Disbursement of Loan	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
5	Amount of loan disbursed	Fixed Capital Rs.	<input type="text"/>									
	Working Capital Rs.	<input type="text"/>										
6	Amount Repaid	Principal Rs.	<input type="text"/>									
	Interest Rs.	<input type="text"/>										
7	Amount outstanding	Principal Rs.	<input type="text"/>									
	Interest Rs.	<input type="text"/>										
8	Reasons for Sickness  i) ii) iii)											
9	Is any Rescheduling of loan done. Give details											
10	Additional Funds sanctioned if any.	Rs.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
11	Credit Guarantee Trust Fund Scheme availed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>							
12	Is the unit has prospect for Revival	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>							
13	Is the fund from Government to be dispensed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>							
14	Is managerial counseling required for the unit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>							
15	Your specific views if any on the sickness											

CERTIFICATE

The loanees unit M/s. \_\_\_\_\_ who is our customer has become a defaulter and is eligible to be registered as a Sick Industrial Unit with the Directorate of Industries, Trade and Commerce.

Seal

Regional Manager

(4) ANNEXURE - IV  
(Certificate from the Chartered Accountant)

1	Name of the Sick Industrial Unit  Address:												
2	Name of the Proprietor / Partners												
3	Details of Fixed Assets, Machinery details value												
4	Details of Raw Material	Qty.						Unit in					
		Value Rs.											
5	Details of Finished Products	Qty.						Unit					
		Value Rs.											
6	Details of products sold for last 3 months	Qty.						Unit					
		Value Rs.											
7	Amount to be realised from customers	Rs.											
8	Cash inflow for last 3 months	Rs.											
9	Cash outflow for last 3 months	Rs.											
10	Borrowings for last 3 months	Rs.											
11	Repayment due to the Banks for last 6 months	Amount Due Rs.											
		Amount Paid Rs.											
		Amount Balance Rs.											
12	Comments of the Chartered Accountant for future viability of the unit												

CERTIFICATE

I certify that the financial details given above in respect of M/s. \_\_\_\_\_ is true and the unit is at present sick and is eligible to be registered as a Sick Industrial Unit in the Directorate of Industries, Trade and Commerce.

Signature  
Chartered Accountant

(5) ANNEXURE - I

**Sick Industrial Unit Certificate**

No.  
 Directorate of Industries,  
 Trade & Commerce,  
 Panaji-Goa.

Dated:-

I am to certify that the Industrial Unit M/S. .... represented by Shri ..... Proprietor/Partner has been identified as a Sick Industrial Unit by the Task Force Committee constituted to identify Sick Industrial Units as per the guidelines of the Notification No. .... dated ..... in its meeting held on ..... and the Minutes of the meeting dated .....

This Industrial Unit has fallen sick due to the following reasons.

- (1)
- (2)
- (3)
- (4)
- (5)

Directorate of Industries, Trade & Commerce

————◆◆◆————

**Department of Social Welfare**

Directorate of Social Welfare

**Amendment**

DSW/STAT/GBR/2010-11/54

The Clause No. 14 of the principle Scheme "Gomant Bal Rath" notified vide notification No. DSW/STAT/GBR/2010-11/54 dated 28-1-2011 stands deleted.

By order and in the name of the Governor of Goa.

*N. B. Narvekar*, Director & ex officio Joint Secretary (Social Welfare).

Panaji, 2nd June, 2011.

## Department of Tribal Welfare

Directorate of Tribal Welfare

**Order**

1/21/2011-12/ADMN/TWD/891

Sanction of the Government is hereby accorded for creation of following posts in the Goa State Commission for Scheduled Castes and Scheduled Tribes under the establishment of Directorate of Tribal Welfare with immediate effect.

Sr. No.	Designation	Pay Scale	No. of Posts
1.	Administrative Officer	Rs. 9300+34800+GP 4200	1
2.	Junior Steno (Group C)	Rs. 5200+20200+GP 2400	1
3.	Accountant (Group C)	Rs. 9300+34800+GP 4200	1
4.	Lower Division Clerk	Rs. 5200+20200+GP 1900	2
5.	Bailiff (Group C)	Rs. 4400-7440+GP 1650	1
6.	Driver	Rs. 5200-20200+GP 1900	2
7.	Peon	Rs. 4400-7440+GP 1300	2
<b>Total Posts</b>			<b>10</b>

This issues with the recommendation of Administrative Reforms Department vide their U. O. No. 567/F dated 30-05-2011, concurrence of Finance (Rev. & Cont.) Department vide their U. O. No. 1438949 dated 30-05-2011.

By order and in the name of the Governor of Goa.

*Dipak S. Desai, Director & ex officio Joint Secretary (Tribal Welfare).*

Panaji, 1st June, 2011.

[www.goaprintingpress.gov.in](http://www.goaprintingpress.gov.in)

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